

WIGTON TOWN COUNCIL
A MEETING OF THE FESTIVALS COMMITTEE WAS
HELD ON WEDNESDAY 21 SEPTEMBER 2022 AT 6PM

PRESENT

Councillors Ferriby, Scott, Armstrong, Hodson,
S Keaveney, Clare Stabler (NADT)

FES/11/2022 TO RECEIVE APOLOGIES & RECORD REASONS FOR ABSENCE

Ellie Jones
John Crouch

FES/12/2022 DECLARATIONS OF INTEREST/DISPENSATIONS

None

FES/13/2022 EXCLUSION OF PRESS AND PUBLIC

None

FES/14/2022 EVENTS

11.1 Minutes and actions of previous meeting

Cllr Ferriby opened the meeting thanking all for attending and outlined the purpose of the meeting which was to ensure all ideas and previous conversations are making progress.

Cllr Ferriby referred to the previous minutes and actions:

1. Cllr Hodson was to take a lead on sponsorship ideas. Cllr Hodson confirmed she had put together a three tier plan and shared this with Cllr Ferriby and the Assistant Town Clerk. **Action –updated plan to be sent to Cllr Hodson.**
2. SK was to liaise with Jonathon Higgins (JH) regarding the budget. SK explained conversations with Jonathon Higgins (JH) regarding the Christmas event were ongoing and costs were up to around £13.5k net which would be £15k gross. Confirmed acts so far are Hardwicke Circus with other acts proposed but not yet confirmed. SK also requested that previous minutes and actions are sent to the NADT committee members. **Action – Town Clerk to send draft minutes and actions moving forward.**
3. Cllr Scott was to lead on fundraising ideas and add fundraising to the FC meeting in September. Cllr Scott explained this was added to the agenda and it was discussed but only a few ideas were given. It will also be added to the next FC agenda. Cllr Armstrong suggested having a gazebo through the day, he has made a few features previously and they had gone down well. This could generate income by charging 50p a go. **Action – Add as an agenda item for October.**

11.2 Christmas Lights

Cllr Ferriby noted the importance of not overspending the festival budget with SK asking what budget was left. The Town Clerk (EI) described how this information was not to hand.

Cllr Armstrong suggested having a gazebo through the day, he has made a few features previously and they had gone down well. This could generate income by charging 50p a go. SK explained while this is a good idea Ellie Jones (EJ) needs to be contacted to find out how many stalls are on the street already and would there be room for a further gazebo ran by WTC? EJ has confirmed there are 10 stalls already and possibly a further 10. SK suggested having the gazebo somewhere else such as outside of reception, this area is flat and two gazebos could be placed there. EJ had spoken to her regular taste – Cumbria vendors and was just waiting on confirmation.

Cllr Scott describes how the council had been approached by people regarding stalls. Shan which is closing, now have a horse trailer which has been converted to sell burgers. SK mentioned how this would need to be considered as other vendors in Wigton on the High Street would be selling similar food and EJ had been asked not to approach food vendors. Cllr Hodson commented that new food stalls should be selling something that Wigton does not already have. SK suggests to check with (EJ) to see which food vendors are interested. Cllr Hodson describes how they did once have mulled wine, which was possibly the Rotary Club. Cllr Scott mentions possibly having milkshakes but SK reminded him that this will be provided by Vibes and that it would be a better idea selling produce rather than catering. SK went on to say WTC could give away mulled wine and ask for donations. SK said check with EJ that WTC can have a stall on the street to allow for fundraising. **Action – EI/AR to check with EJ that WTC can have a gazebo on the street and to confirm food vendors.**

Cllr Hodson pointed out that it should not be forgotten where the market came from so moving forward, vendors should be consistent and want to return each year. Cllr Hodson also went on to mention that perhaps there could be craft stalls as crafters had approached her, where could crafters go? SK described how this might be difficult when craft sellers do not typically have their own gazebos or tables. SK mentioned how Cllr Scott had previously offered to pick up gazebos from ABC but doing this would be a commitment, plus they need to be told now. Cllr Scott agreed and said we would do what was mentioned earlier and not offer to pick up gazebos so vendors would supply their own.

SK explains that if gazebos are required then ABC need to be informed sooner rather than later. EJ was also told that all traders needed to provide their own gazebos. Cllr Ferriby brought up the importance of volunteers to help with gazebos – it was **AGREED** that WTC would not ordinarily offer to pick up gazebos and erect them for vendors. In the event that a vendor approaches WTC and wants to attend but they do not have a gazebo, WTC would be responsible for collecting and

erecting on behalf of the vendor. **Action – EI/AR needs to check with ABC if there are any gazebos left if this were to occur.**

Cllr Scott mentioned a charity event that he had attended which had trampolines and could this be another activity? SK reminds everyone to be mindful of the weather and whether there would be room outside but suggests they could attend future events such as the carnival.

Cllr Hodson asks if there is anything planned for outside of Travellers World or St Mary's church, it was suggested that possibly Cllr Crouch may be organising something. SK responds that if Cllr Crouch is organising something he must be responsible for arranging volunteers. **Action – EI/AR to check with Cllr Crouch.**

Cllr Ferriby went on to discuss volunteers in more depth and explained that councillors will need to take on a role and perhaps friends of councillors could also be available to volunteer. Cllr Scott agreed that there should be a timetable drawn up for councillors.

SK reminded the committee that a volunteer would be needed to take money for the ice rink.

Cllr Hodson made the point that the local organisations taking part could be helping, which Cllr Scott agreed, further adding that they could be responsible for collecting money. CS mentioned that collecting money from the ice rink should be left to WTC or NADT volunteers in case something was to go wrong. Cllr Hodson agreed it would be great if the youth group, Wigton Cell/Church group could volunteer. Cllr Ferriby described how we can ask youth groups including the scouts to assist with queues etc. but not be in charge of money. Cllr Scott described how the ice rink would be the biggest draw. SK agreed to look at her team and see who can do what.

Action – SK to provide WTC with a list of volunteers.

Action – WTC to find out who is available, then create a timetable.

Cllr Scott stated that the event will run from Friday to Sunday with everything being set up from Thursday evening and suggested that it (ice rink) could be open to the schools. CS asked how much it would cost and if there would be a charge, SK reminded everyone that the prices needed to be consistent. Cllr Ferriby agreed that ice skating could be made available from 9am on Friday morning but Cllr Scott saying it should be from 11am. Cllr Ferriby asked how many children could attend through the day and which age groups? Cllr Scott cited that all should be invited. Cllr Ferriby suggested allocating a number of spaces per school and allowing them to arrange how to sort. Cllr Hodson mentioned that Friday lunchtime could be allocated to sixth form students but SK recommended that slots should be provided to the younger children as the weekend was available for the older students. Cllr Ferriby asked whether all schools would take part

Cllr Scott went on to discuss music and whether this would be made available, SK replied that yes she could provide a sound system but space needed to be considered along with ensuring there was disabled access. **Action – SK to confirm details of supplying sound system.**

On the topic of parking, Cllr Ferriby stated that Nelson Thomlinson car park was happy to open to provide extra parking. SK asked whether anybody had contacted Allerdale regarding whether the parking could either be free or discounted over Saturday and Sunday. **Action – EI/AR to contact ABC.**

In the event of poor weather, Cllr Ferriby commented that the Methodist Church will be happy to open and provide children's activities and provide hot drinks.

Cllr Hodson confirmed she had been talking to the Samba band, she just needed to confirm times around the Santa parade and asked whether they would be required to do more. SK suggested the band could be used to warm the crowd up. Cllr Hodson said the band had been booked provisionally for 11:30 am. SK mentioned the time of the Santa parade needed to be checked. Cllr Ferriby asked where they were meeting at 11:30 as the service will not be finished until then so it would be better to start at 12pm. SH confirmed the best dressed elf competition would be at 11:45. SK reminded everyone that times will be on flyers.

Action - SH to liaise with the Samba band and confirm times.

Action - SK to check with JH what he had planned so Samba band can do a crowd warm up.

Action - SH to check what time Vibes are doing their raffle

Cllr Armstrong asked if WTC had a gazebo allocated by ABC, Cllr Scott answered that we have our own. Cllr Armstrong then asked if there would be room on the road for the gazebo. SK said EJ should be asked. Cllr Scott mentioned that stalls cannot go past the Kildare. **Action – EI/AR to ask EJ for an update on number of stalls.**

Cllr Scott asked if road closure documentation had been submitted, the Town Clerk (EI) confirmed they had.

Cllr Ferriby also asked EI if the waste collection had been sorted, EI confirmed it had.

11.3 Sponsorship/Fundraising

Cllr Armstrong mentioned the putting green.

Cllr Ferriby stated there are no other sponsorships at this time. SK brought up the Futamura meeting and asked if we knew what we were offering. Cllr Scott recommended we ask for sponsorship around something that has already been arranged and we should ask them to sponsor this one thing. SK indicated appropriate activities to sponsor which included the stage and main act or perhaps the ice rink. Cllr Ferriby made reference to possibly needing to make money from the ice rink, if this was sponsored, WTC could not charge for tickets therefore perhaps the main stage would be the best one to sponsor. SK mentioned perhaps this could be corporate sponsorship. CS asked what would be realistic. Cllr Ferriby suggested sponsorship could be split between Futamura and WTC, referring to the stage and main act. SK also mentioned the Christmas lights as a possible item to sponsor and went on to describe that the extra attractions will bring people into Wigton. SK also asked what the budget was as the cost of everything needs to be known.

SK indicated that an agreement should be made with Futamura regarding the sponsorship deal with a disclaimer around what will happen if the event was to be cancelled the day before the event.

Cllr Scott mentioned Futamura sponsorship moving forward and asked if it was too late to put a yearly sponsorship deal together now. SK stated that for the meeting with them, it needs to be made clear what is being asked of them and what the approach should be. Cllr Ferriby referred to the sheet that had been created by Cllr Hodson, it was noted that this had not been agreed and would not be shared with Futamura at this point. EI, AR and Cllr Ferriby will attend the meeting with Futamura and from this put a plan together.

Cllr Ferriby asked if there was anything left to discuss as the agenda items have merged into one rather than keeping them separate. SK replied asking when budgets are set for next year, Cllr Scott said October. It was proposed by Cllr Scott that a further meeting would be required to sort costs before the next planned meeting, it was agreed the next meeting would be Tuesday 18th October at 18:15.

Action – all attendees to bring costs and related information to the next meeting.

Cllr Ferriby also mentioned that the schools would need to be notified in October regarding spaces for the ice rink.

Meeting closed at 7pm.

Date of next meeting: Tuesday 18th October at 18:15.